

DROP BOX

HOURS: 8:00 A.M. TO 5:00 P.M.

(DOCUMENTS ARE CONSIDERED FILED ON THE DATE THEY ARE PLACED IN THE DROP BOX)

- Documents placed in the drop box prior to 11:30 a.m. will be returned to Vallejo for pickup by 12 noon the following business day.
- Documents placed in the drop box after 11:30 a.m. will be returned to Vallejo for pickup within two (2) business days.
- If you need your documents sooner, you may request to pick them up in Fairfield. Please attach a note to inform the clerk. Your documents may be picked up in Fairfield between 8:00 a.m. and 2:00 p.m. at the following locations:
 - Civil Division Clerk's Office
580 Texas Street
Fairfield, CA
 - Family Law Clerk's Office
600 Union Avenue
Fairfield, CA
- If you would like an endorsed-filed copy mailed to you, please include an extra copy, along with a self-addressed, stamped envelope.
- Securely attach any fees due (DO NOT ATTACH CASH).